

CHAPTER 4 – INFORMATION TECHNOLOGY

ARTICLE 32 - PUBLIC SAFETY RADIO COMMUNICATIONS SYSTEM

Effective 12/27/10

47050.1 Policy

The California Department of Corrections and Rehabilitation (CDCR) requires that in the institutional setting two-way radios shall be used to communicate information necessary for the effective custody and control of wards, inmates, and parolees. Radios shall be issued to personnel operating where fixed communication devices (telephones and intercoms) are not available, practical, or will not meet critical institutional communications needs. In the field setting two-way radios shall be issued to departmental peace officers and will be used as necessary to communicate with departmental personnel and other law enforcement agencies as needed to meet parole supervision and other field operational needs. Where appropriate and necessary, field units may utilize/communicate via Federal Communication Commissions (FCC) approved local law enforcement telecommunications systems and utilize FCC approved local law enforcement radios.

47050.2 Purpose

This Article is the official departmental policy on public safety radio communications, notwithstanding any program's procedures. This Article ensures that the design, procurement, deployment, maintenance, and use of State-issued radio communications equipment within the CDCR institutions and field units are appropriate to meet departmental radio communications needs.

47050.3 Usage

Acceptable Use

Departmental radio communications shall:

- Be conducted using CDCR-owned, leased, and managed radios and peripheral radio equipment. Exceptions may be made during emergencies, when conducting tactical operations, or when a law enforcement agency agrees to provide radio equipment that conforms to FCC Rules and Regulations.
- Operate on radio frequencies licensed for departmental use. The use of radios and frequencies provided by another public safety entity for events including but not limited to tactical exercises, mutual aid, or dispatch services shall be pre-approved by the Radio Communications Unit (RCU). The locally approved temporary use of another public safety agency's FCC approved radio frequencies is authorized when necessary during an emergency or to protect public safety.
- Be used in conformance with the FCC Rules and Regulations.
- Be used for the express purpose of communicating Department information to authorized personnel.

Unacceptable Use

- The use of non-approved two-way radio equipment is prohibited and shall be considered contraband.
- The use of, or possession on institutional grounds of non-approved two-way radio equipment by an employee of the Department shall be subject to progressive discipline up to and including possible adverse action consistent with Department Operations Manual (DOM) Chapter 3, Article 22, Employee Discipline.
- The use of non-standard equipment, such as Family Radio Service (FRS) and radio scanners, is prohibited. Possession of such devices on institutional grounds is strictly forbidden.
- Inmates, wards, and parolees shall not be allowed to use CDCR radio equipment described in this Article or have access to the radio communications equipment for personal monitoring, except as authorized below:
 - Inmates assigned to fire camps may be authorized to use a departmental radio as long as it is restricted to accessing mutual aid or fire channels; no access shall be permitted to the trunked radio communications system at any institution, with the exception of the Fire Talk Group. Inmates who are assigned to the institutional fire departments have access to the Fire Talk Group

on the trunked radio system, which resides on the Control Station (staff/inmate dispatch console at the fire department) and in the fire vehicles. Inmates shall not have access to the fire department's hand held portable radios which are programmed with other institutional operational talk groups.

- In the event an employee is incapacitated, an inmate or a parolee may use the radio to call for emergency assistance.

47050.4 Responsibilities

47050.4.1 Radio Communications Unit (RCU)

- The Enterprise Information Services (EIS), Infrastructure Services (IS), RCU is responsible for all departmentally-owned radio communications systems utilized within CDCR. This includes the responsibility and authority for oversight of the policy and procedures related to the use of radio communications within the Department.
- Funding for institution and division radio program needs shall be directed through the RCU. This does not preclude a division from purchasing RCU-approved radio equipment to meet its operational needs when the funding is not available through the RCU.
- The RCU is responsible for review and approval of all public safety radio equipment purchases, including systems, subsystems, and end-user equipment.
- The RCU shall maintain site-specific radio matrices that reflect the application of the radio assignment policy.
- Departmental program areas shall contact the RCU to arrange for the use of another agency's radio frequency. Other agencies that wish to use a CDCR-owned frequency shall make such request to the RCU.
- The RCU is responsible for chairing a multi-discipline "Operable/Interoperable Communications Committee" (Committee) composed of departmental radio communications stakeholders. The purpose of this Committee is to address all issues related to emergency and non-emergency communications and the operable/interoperable needs of CDCR. RCU will schedule an annual meeting of the Committee and other meetings, as needed.
- The RCU will process service requests and/or incident tickets submitted by radio liaisons on the Department's web-based automated IT ticket system. The RCU will contact and coordinate with Office of the State Chief Information Officer, Public Safety Communications Division, as necessary. In some instances, non-functioning equipment cannot be repaired in the field and must be removed from service for repair. The RCU shall determine whether available spare equipment is appropriate for use to replace the non-operative equipment in order to keep the system including but not limited to portable or mobile radios in service or whether new equipment is required.

47050.4.2 Radio Liaison

Each CDCR division will establish a radio liaison. The division radio liaison will facilitate communication between the division and the RCU. Each Adult Institution, Juvenile Justice Facility, Conservation Camp, Parole Region (adult and juvenile), the Office of Correctional Safety, Statewide Transportation Unit, and the Office of Internal Affairs shall designate a radio liaison.

- The division radio liaison is a single point of contact between each division and the RCU to ensure that the regional communications issues or needs are forwarded to the Committee.
- The radio liaison shall notify RCU to have all radio communications equipment including but not limited to mobile radio, antenna, and speakers removed from vehicles designated to be surveyed.
- The program area/institution/facility radio liaison may communicate directly with the RCU to address locally specific needs such as radio equipment failures.

47050.4.3 Office of the Chief Information Officer-Public Safety Communications Division (OCIO-PSCD)

The OCIO-PSCD:

- Is responsible for maintaining the CDCR's public safety radio communications systems and subsystem equipment.

- Is responsible for ensuring proper radio system design and assists with frequency acquisition and utilization.
- Employs local radio technicians who are responsible for removing and replacing defective equipment as arranged by the RCU. Defective portable radios or accessories shall be delivered to the RCU or directly to the OCIO-PSCD as directed by the RCU.

47050.5 Radio Communications Systems-Standard Design

The RCU shall identify and establish technical standards for radio communications equipment consistent with the Public Safety Communications Act of 2002, Government Code Section 8592, et seq. Equipment standards shall be published in the CDCR Enterprise Architecture Decision Framework. Requests to purchase or utilize technology not identified as General IT Standards must be accompanied by an exemption request detailing the specific reason identified technologies are not fit for use. The RCU may issue a waiver from the published standard if no available standard technology is suitable to the particular need.

47050.6 Regional Radio Communications System Access

Regional radio communications system access refers to contracts for radio system access where there are fees to the CDCR by the host public safety agency for primary use on their radio communications system. With exception of contracts that were already in place prior to the implementation of this Article, regional radio communications system access contracts shall be reviewed and approved by the RCU prior to contract execution. Refer to the Radio Communications Policy and Procedures Handbook.

The CDCR shall operate its radio communications equipment utilizing FCC assigned frequencies in accordance with FCC Rules and Regulations. Departmental transmissions are prohibited on any FCC-managed frequency unless CDCR has written authorization via a formal radio frequency use agreement (TD-400) that must be kept on file with the RCU and the OCIO-PSCD, or has authorization to operate on a local public safety agency's regional radio communications system. The CDCR relies on the resources of other emergency services providers; therefore, cooperation and coordination with other agencies, organizations, and private enterprises shall be extended when practical in order to serve and protect the public. Divisions within the Department, including fire departments, may request utilization of other public safety radio systems. With the exception of existing utilization agreements that predate the implementation of this Article, such requests shall be submitted to the RCU for negotiation with the public safety agency's radio system operator. Approved requests must be accompanied by a "Letter of Authorization to Transmit" from the licensee on its letterhead, along with a copy of its FCC Station and Mobile license.

47050.7 Mutual Aid Frequency Use Agreement:

A mutual aid frequency use agreement is required for each instance of shared frequency use. The agreement must include the type of frequency that the public safety agency is authorizing CDCR to use, and must be without cost to the Department. These types of agreements are not considered Memorandum of Understanding (MOU) and are not subject to CDCR's MOU procedures. Refer to the Radio Communications Policy and Procedures Handbook.

CDCR-owned radio equipment shall be maintained and repaired by OCIO-PSCD staff or locally approved radio technicians; frequency use agreements may not contain provisions that allow non-OCIO-PSCD approved maintenance or repair CDCR-owned telecommunications equipment. Agreements containing maintenance and/or repair provisions will not be approved.

47050.8 Radio Assignments and Use

For institutional and juvenile justice facility radio assignments, refer to Restricted DOM, Chapter 5, Section 55000.

47050.8.1 Conservation Camps

Camp staff shall be capable of communicating critical information to departmental institutions, facilities, local and/or other public safety agencies, and to agencies that contract for inmate services. Each CDCR camp vehicle shall be equipped, at a minimum, with one mobile radio.

47050.8.2 Outside Transportation Unit Vehicles and Institution/Facility Transportation Vehicles

Refer to Restricted DOM, Chapter 5, Section 55060.

47050.8.3 Office of Correctional Safety

Agents assigned to the Office of Correctional Safety shall be capable of routine and emergency communications with all departmental institutions/facilities and field offices as well as local and/or other public safety agencies. Vehicles assigned to these agents shall be equipped with mobile radios designated for undercover use. Additionally, each field agent shall be assigned a two-way, portable radio.

47050.8.4 Office of Internal Affairs

Agents assigned to the Office of Internal Affairs shall be capable of routine and emergency communications with all departmental institutions/facilities and field offices as well as local and/or other public safety agencies. Vehicles assigned to these agents shall be equipped with mobile radios designated for undercover use. Additionally, each field agent shall be assigned a two-way, portable radio.

47050.8.5 Division of Adult/Juvenile Parole Operations

Division of Adult/Juvenile Parole Operations staff, including case-carrying agents, transportation staff, and appropriate community correctional facility staff, must be capable of routine and emergency communications with field offices and local and state public safety agencies. Each Field agent shall be assigned a two-way portable radio, and/or a vehicle mounted radio as dictated by local needs.

47050.9 Telecommunications Equipment Management-General

All CDCR facilities and vehicles equipped with radio communications equipment shall inventory such equipment annually pursuant to DOM Section 22030.12.6.

47050.10 Radio Communications Equipment in Surveyed or Disabled Vehicles

The RCU will coordinate with the OCIO-PSCD to determine whether the equipment shall be repaired, replaced, or surveyed from service.

47050.11 Sensitive Property and Physical Inventory

Consistent with DOM Chapter 2, Subsection 22030.12.1, all portable and mobile radio equipment shall be considered sensitive property as well as safety equipment. While on duty, radios shall be easily accessible by the assigned staff and shall be turned on. When a radio is issued to a staff member for on-going use, the staff member shall be responsible for maintaining the radio with a charged battery and shall be responsible for immediately notifying their supervisor if the radio or related equipment has been lost, stolen, or damaged. The employee's supervisor shall be responsible to notify the radio liaison of the lost or damaged equipment. Portable radios shall not be left in clearly visible areas of unattended vehicles, or accessible to inmates, wards, or parolees. If the equipment is lost, stolen, or damaged due to negligence or culpability, the employee may be subject to actions in accordance with DOM, Section 85050.5.

Each institution and juvenile justice facility housing public safety radio communications equipment shall ensure the communications vault is alarm controlled and monitored.

Each division operating approved CDCR radio equipment shall develop an inventory plan that shall include an annual physical inventory conducted on all portable, mobile, and fixed radio equipment and reconciled with the RCU.

47050.12 Revisions

The Assistant Secretary, EIS, or his/her designee is responsible for ensuring the contents of this Article are kept current and accurate.

47050.13 References

DOM Chapter 2, §§ 22030.12.1 and 22030.12.6; Chapter 3, Article 22; Chapter 5, §§ 55000 and 55060

Gov Code §§ 8592 15250-15254, 15275-15277, 53108.5, 53114-53114.2, 53115

SAM § 4500

47 CFR 90, Part 90

47 CFR 2, Subpart B